FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING

A Bulk Land Variance requires application on FORM-V in addition to application for subdivision on FORM-S.

☐ SKETCH PLAT REVIEW AND COMMENT (DRB22)   Your attendance is required.
___ Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) 6 copies
___ Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) 6 copies
___ Zone Atlas map with the entire property(ies) clearly outlined
___ Letter briefly describing, explaining, and justifying the request
___ List any original and/or related file numbers on the cover application

☐ EXTENSION OF MAJOR PRELIMINARY PLAT   (DRB08)   Your attendance is required.
___ Preliminary Plat reduced to 8.5" x 11"
___ Zone Atlas map with the entire property(ies) clearly outlined
___ Letter briefly describing, explaining, and justifying the request
___ Copy of DRB approved infrastructure list
___ Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request
___ List any original and/or related file numbers on the cover application
Extension of preliminary plat approval expires after one year.

☐ MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)   Your attendance is required.
___ Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) 6 copies
___ Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
___ Design elevations & cross sections of perimeter walls   3 copies
___ Zone Atlas map with the entire property(ies) clearly outlined
___ Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
___ Copy of recorded SIA
___ Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
___ List any original and/or related file numbers on the cover application
___ DXF file and hard copy of final plat data for AGIS is required.

☑ MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)   Your attendance is required.
___ 5 Acres or more: Certificate of No Effect or Approval
✓ Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) **6 copies** for unadvertised meetings ensure property owner's and City Surveyor's signatures are on the plat prior to submittal
N/A Signed & recorded Final Pre-Development Facilities Fee Agreement for **Residential** development only
N/A Design elevations and cross sections of perimeter walls (11" by 17" maximum) 3 copies
N/A Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) 6 copies
✓ Zone Atlas map with the entire property(ies) clearly outlined
✓ Letter briefly describing, explaining, and justifying the request
✓ Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
N/A Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer
✓ Fee (see schedule)
N/A List any original and/or related file numbers on the cover application
N/A Infrastructure list if required (verify with **DRB Engineer**)
___ DXF file and hard copy of final plat data for AGIS is required.

☐ AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)   Your attendance is required.
PLEASE NOTE: There are no clear distinctions between significant and minor changes with regard to subdivision amendments. Significant changes are those deemed by the DRB to require public notice and public hearing.
___ Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
___ Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
___ Zone Atlas map with the entire property(ies) clearly outlined
___ Letter briefly describing, explaining, and justifying the request
___ Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat
___ List any original and/or related file numbers on the cover application
Amended preliminary plat approval expires after one year

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Denise King
Applicant name (print)
4/19/17
Applicant signature / date

Form revised **October 2007**

☐ Checklists complete   Application case numbers
☐ Fees collected   ___ - ___ - ___
☐ Case #s assigned   ___ - ___ - ___
☐ Related #s listed   ___ - ___ - ___

Project #   Planner signature / date